State of North Carolina
Office of Information Technology Services

Michael F. Easley, Governor   **George Bakolia, State Chief Information Officer**

Memorandum

To:	State Agency Purchasing Officers
	State Agency Chief Information Officers
	State Agency Finance Officers
From:	Patti Bowers, Chief IT Procurement Officer
Subject:	Desktop and Laptop Computer and Printer Purchases
Date:	February 23, 2005

George Bakolia, the State Chief Information Officer, has asked me to update you on the last aggregation of hardware purchases.

Thanks to your participation, the State saved more than $1.4 Million in the January 2005 Bulk Purchase Initiative by consolidating Agency requisitions for desktop and laptop PC's and printers, by standardizing configurations and soliciting bids from term contract vendors. A summary of this effort is included for your reference.

Requests for the next Bulk Purchase of desktop and laptop PC's must be submitted to my office before April 11, 2005 to be eligible for the next bulk purchase. This will be the last bulk purchase for this fiscal year. The current Standard Configurations along with estimated costs are posted on the State CIO website, at http://www.scio.state.nc.us. In addition, the procedures that Agencies need to follow to submit requisitions and the Bulk Purchase schedule are also posted at this website. The quantities and configurations on your requisition will be the basis for the items specified on the Request for Quotation. Once awarded, these will be the quantities and configurations that will be ordered by your Agencies.

Requests for the next Bulk Purchase of printers must be submitted before February 28, 2005 to be eligible for the next bulk purchase. At this time, there are no standard configurations for printers. Printer configurations are determined by the Agencies.

Each Agency should consolidate their upcoming requirements and submit one requisition for all their desktop and laptop PC needs and one requisition for all their printer needs for the next Bulk Purchase.

I understand that your Agency may have a critical, emergency need for a very limited number of PC's or Printers before the next Bulk Purchase. For consideration, forward any urgent requests through e-Procurement to the Statewide IT Bulk Purchaser and attach any supporting documentation in the comments. My office will review requests for emergency purchases outside the Bulk Purchase on a case-by-case basis.

As we move forward with this process, you should consider purchasing a small number of spare PCs and printers as part of the next Bulk Purchase. A small inventory of these commodities would allow your Agency to meet any emergency needs that arise.

Please feel free to contact me if you have any questions.

Summary of Computer Purchases

Number of Agencies Submitting PC/Laptop Requisitions	27
Total Number of Requisitions	192
Number of Desktop PCs	2,901
Number of Laptops	687
Total Value of Original Requisitions for Desktops and Laptops	$5,476,382.91
Total Value of Awarded Bulk Desktop and Laptop Bid	$4,031,954.78
Total Dollar Savings	$1,444,428.13
Total Percentage Savings	26.37%
Range of Percentage Savings	9.87% to 49.15%

Summary of Printer Purchases

Number of Agencies Submitting Printer Requisitions	25
Number of Printer Requisitions	118
Number of Printers	506
Total Value of Original Requisitions for Printers	$335,176.41
Total Value of Awarded Bulk Printer Bid	$304,341.02
Total Dollar Savings	$30,835.39
Total Percentage Savings	9.20%
Range of Percentage Savings	3.64% to 74.59%

Cc: George Bakolia, State CIO
       Sherri Garte, Asst. Chief IT Procurement Officer
       Leroy Kodak, Strategic Sourcing Manager